



Execution or Order of Sale – Real Property

Intake Sheet

You are asking the King County Sheriff to levy on the property of another in order to at least partially satisfy a judgment. We require the following items:

_____ **Writ of Execution or Order of Sale**

Original + three (3) copies

_____ **Letter of Instruction – Must include**

- Name and address of judgment debtor(s)
- Legal description of property
- Common address of property
- Whether the property is improved or unimproved
- Redemption period (per RCW 6.23.020)
- Tax ID number
- Abbreviated legal description

_____ **Affidavit filed in compliance with RCW 6.17.100**

(Not required if it is an Order of Sale or Special Execution)

_____ **Copy of judgment**

_____ **Access to property if there is a common entrance** (condominium building, for example); if necessary a key and/or entry code

_____ **Sheriff's fee**

\$459.00 + mileage to the property for posting, + mileage to serve judgment debtor, if it is a different address

(If unable to serve personally, add \$6.00 per person charge for certified mailing to judgment debtor(s). Make check payable to "King County Sheriff").

All documents must have one-inch margins: top, bottom, and sides.

Should the sale be postponed, either by court order, bankruptcy, or for another reason, please notify the Sheriff immediately. Postponement fee is \$51, plus mileage.

Items needed prior to sale: Affidavit of mailing, and bid letter. Bid letter should include an itemized list of the total amount due at the time of sale and the amount of your credit bid. This information must be received prior to the sale.

Even though we will do our best in executing the court process that you submit to our office, we need your assistance. Thank you for your cooperation.